
Vikas Kumar Pandey

A-341/7 Jaitpur Part -2, Badarpur
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PROFILE

Experienced Trainee with a demonstrated history of working in the financial services industry and Skilled in Budgeting, Microsoft Office, Tally ERP 9 & Busy . Good professional exposure in Auditing, Accounting, Taxation, Financial management and management consultancy and other services.

EXPERIENCE

Soban & Associates, Kalindi Kunj - Delhi - *Trainee* (January 2017 – Till now)

Training Exposure:

Audit:

- Preparing Audit Programme
- Understanding, recording and evaluating internal control system
- Performing Compliance and substantive audit procedures
- Scrutinizing financial statements
- Preparing audit documents
- Drafting audit reports

Accounting:

- Maintaining computerized Books of Accounts
- Preparing Final Accounts
- Application of statutory provisions, compliances with accounting standards and pronouncement of Institute.
- Analysis and interpretation of Financial statements
- Preparing and reviewing cash flow statements

Taxation (Direct and Indirect):

- Computation of total income and tax liability under Income Tax Act,1961 of various entities
- Preparation and filing of returns (including TDS Return) and statement under Income tax law and GST law
- Procedural compliance under various direct and indirect law e.g. TDS/TCS, interest for late payment etc.
- Revision/ Correction in Tds Returns.
- Preparation and filing of application for registration and procedures relating to it under GST and Income tax law
- E-payment of GST, Income tax etc.
- Computation of tax liability under GST law
- Filing of GST return e.g. GSTR 3B and GSTR 1
- Preparing and Filing Tax Audit Report of Various Assessee.
- Prepared replies of various letters from revenue authorities.

ROC:

- Filing of ADT-1 (Auditor's appointment)
- Filing of Annual Return of company and LLP
- Preparation of Board Report, DRS, AGM and EGM
- Share certificate and share transfer
- Filing of DIR-11 on behalf of director for resignation of director
- Filing of DIR-12 for change in director

EDUCATION

Institute/College/School	Course	Percentage
Institute of Chartered Accountant of India	CPT Exam	56%
Delhi University (SOL)	B.Com	51.59%
G.B.S.S.School No-2 molarband new delhi 110044	12th Standard	67%
G.B.S.S.School No-2 molarband new delhi 110044	10th Standard	7.8 CGPA

KEY SKILL/COMPETENCIES

- Well versed in MS Office, Good command on MS Excel (Pivot Table, Vlook Up, H look Up)
- Good Typing Speed on Computer .
- Working knowledge of Tally ERP 9, Busy & Compu Office
- Proficient knowledge of internet as research and communication tool
- Flexible, Consistent and Like to work in team
- Being responsible for assisting, coordinating and execution of various assignments.

PERSONAL DETAILS:

Father's Name Sh. Ashok Pandey
Mother's Name Smt. Saroj Devi
Date of Birth 14/07/1998
Nationality Indian
Language Known English, Hindi

I hereby declare that the information furnished by me is true to my knowledge and testimonials will be provided as and when require.

Vikas Kumar Pandey